



Coal Handling & Storage 2015 EXHIBITOR SERVICES MANUAL

**October 5-7 2015
Hyatt Regency St. Louis at the Arch
St. Louis, MO USA**

Contacts:

Tim Fearney, Show Director
Tim@Semcoproductions.com
678-822-9804

Tanna Holtzer, Operations Manager
tholzer@mining-media.com
(605) 490-7686

Heritage Expositions (Show Services, Materials Handling, etc.)
Ryan Yemm
exhibitorservices@heritageexpo.com
800-360-4323

Registration
QMS
678-341-3055
chs@prereg.net



Table of Contents

Welcome Letter	3
Critical Dates & Deadlines Checklist	4
Show Hours/Schedule	5
Hotel Reservations	6
Display Rules & Regulations	7
Bag Insert Sponsorship Information	8
Show Directory Listing & Advertising Specifications	9
Show Directory Advertising Insertion Order.....	10
Heritage Expositions (shipping, materials handling, rentals, etc.).....	11



Welcome!

Thank you for choosing to exhibit at the 2015 Coal Handling & Storage Conference & Exhibition. It is our goal to do everything we can to help ensure your success at the show. This Exhibitor Manual contains all of the vital information you will need to prepare for the show and we stand by to help you along the way.

As with any exhibitor manual, there is a lot of information to digest. We'll try to make this easy to navigate so you can concentrate on the important business of preparing your presence at the show.

As you hopefully know, we are moving to a **NEW LOCATION** in 2015, the [St. Louis Hyatt Regency at the Arch](#). While we're just more than a mile down the road from our old location, it's critical to note this as you'll want to make sure your shipments arrive at the right place! More on this will follow in the pages ahead.

The information in this Exhibitor Service Manual is designed to assist you in the preparation of your exhibit. Please review all forms and make note of any deadlines in order to receive discounted rates. Services ordered onsite will result in additional fees.

Heritage Exposition Services will again be the General Service Contractor for the show. Heritage will handle many of the services for the show, such as materials handling and furniture rental. QMS will be again handling registration and lead retrieval. More information on all associated vendors will follow.

I look forward to meeting you at Coal Handling & Storage. Please don't hesitate to contact me if you have any questions or need additional information.

Sincerely,

Tim Fearney
Show Director
Tim@Semcoproductions.com
678-822-9804



Critical Dates & Deadlines Checklist

X	Service	Deadline
	Complete Complimentary Show Program Listing Form Online	August 15
	Return Show Program Advertising Form	Space: August 20 Copy: August 20
	Advance Shipments to the Warehouse	Sept 4 – Sept 28
	Hotel Reservations Deadline	September 15
	Order Audio Visual Equipment	September 20
	Heritage Advance Discount Price Deadline	September 21
	Additional Exhibitor Registrations	September 29
	Direct Shipment to Show Site	October 5



Show Schedule

Move-In

Monday	October 5	9:00 AM – 4:00 PM
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Exhibit Hours

Monday	October 5	5:00 PM – 7:00 PM	Reception on Show Floor
Tuesday	October 6	10:00 AM – 7:00 PM	
Wednesday	October 7	10:00 AM – 1:00 PM	

Conference Hours

Monday	October 5	1:00 PM – 5:00 PM	Pre-Con/Workshops
Tuesday	October 6	8:30 AM – 5:30 PM	
Wednesday	October 7	8:30 AM – 2:30 PM	

Networking Functions/Meals

Monday	October 5	5:00 PM – 7:00 PM	Reception on Show Floor
Tuesday	October 6	12:00 PM – 1:00 PM	Lunch on Show Floor
		5:30 PM – 7:00 PM	Reception on Show Floor
Wednesday	October 7	12:00 PM – 1:00 PM	Lunch on Show Floor

Move-Out

Wednesday	October 7	1:00 PM – 5:00 PM
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Hotel Reservations

Deadline: September 15, 2015

Hyatt Regency St. Louis at the Arch
315 Chestnut Street
St. Louis, MO 63102 USA
+1 844.296.9956

Coal Handling & Storage has a **new host hotel**, the Hyatt Regency St. Louis at the Arch. This new home is a great environment for holding a show and conference and is very conducive to afterhours networking with various restaurants and gathering spots on the first floor. The Hyatt Regency is also in the heart of downtown, just blocks from Busch Stadium, the Gateway Arch and other cultural and entertainment options.

We have negotiated a discounted rate at the Hyatt Regency St. Louis at The Arch. The special Coal Handling & Storage rate for the standard room is **US \$169 / night**, exclusive of tax, resort fees, gratuities and/or service charges. Suite rates are available upon request.

To take advantage of this special **Coal Handling & Storage 2015** rate, contact the housing coordinator at +1 844.296.9956 or [Click Here](#).

Directions to the Hotel

You can obtain driving directions at the following link:

<http://www.stlouisarch.hyatt.com/en/hotel/our-hotel/parking.html>



Display Rules and Regulations

Coal Handling & Storage follows the IAEE Standards for booth construction. You can find more detailed information by clicking [HERE](#).

Installation Deadlines:

Exhibit space must be occupied by **4:00 p.m. on Monday, October 5th, 2015**. If not occupied by that time and if Show Management has not been advised of a delay, the booth space will be considered abandoned and can be used at the discretion of Show Management.

Finished Surfaces:

Any raw or unfinished surfaces facing or neighboring another booth or aisle must be covered and must not carry identification signs or other copy that would detract from the adjoining booth.

Display Regulations:

Standard Booth: One or more standard units in a straight line

- Maximum back wall height is 8 feet
- Maximum height rear five feet from back wall is 8 feet
- Maximum height from five feet from aisle is 4 feet

Restricted Activities:

- Distribution of literature, promotional items, samples, etc. to the other exhibiting companies is restricted. Any distribution or other activity interfering with the activities of neighboring exhibitors or obstruction of aisles will not be allowed.
- All photographic rights are those of Show Management. Exhibitors may obtain written approval from Show Management for the photographing of their own exhibit.
- Drones, helium balloons, or any flying object are not permitted.
- Children under the age of 18 are not allowed in any area of the exhibit hall or seminar areas.
- Sound levels must be maintained so as to not disturb other exhibitors.
- Obstruction of aisles that prohibits traffic flow is strictly forbidden.

Signs, Logos, and Company Identification:

The placement of signs, logos, trademarks, and other forms of company identification located within 10 feet of neighboring display must face into your exhibit, or signs, logos and company ID placed along with back wall in a standard, in-line booth must stay within the 8' high back wall.

Exhibit Space includes:

8'x10' exhibit space
2 chairs
6' x 24" skirted table
Wastebasket

8' high back drape and 3' high side drape
7"x44" booth sign with company name and booth number
Two (2) full conference registrations
100 word product/service description & logo in show directory



Bag Insert Sponsorship Information

\$1,000 per Insert

Show Bag Inserts are an opportunity for Coal Handling & Storage Exhibitors to get printed materials into the show bags that are given to all show delegates at registration. If you have a brochure or other similar item that you want to be sure gets in the hands of potential customers, this is a great way to do it.

Inserts **MUST** be shipped separately from your exhibit materials to ensure their inclusion in the official Coal Handling & Storage Delegate Bags. **All bag inserts MUST be delivered to the Heritage advance warehouse Between September 4th – 28th, 2015**

Failure to follow the following shipping instructions may result in your company's materials not being distributed to every delegate. Each package must clearly indicate that contents are Delegate Bag Inserts.

Please ship your bag inserts to:

Heritage Exposition Services
Attn: Tanna Holtzer –Show Management
Coal Handling & Storage
Company Name - Delegate Bag Inserts
HERITAGE EXPOSITION SERVICES
3681 NEW TOWN BLVD. TOTAL PIECES ST
CHARLES, MO 63301

Payment Information

Company _____ Booth No. _____

Contact _____ Phone: _____

E-mail: _____

_____ Check made payable to SEMCO Productions, LLC.

_____ VISA _____ MasterCard _____ American Express

Card Number _____ Exp. Date _____

Address _____

Signature _____

Payment must accompany request

Contact Tim Fearney at +1 678.822.9804 or Email tim@semcoproductions.com

SEMCO Productions, Inc. • 295 W. Crossville Rd • Bldg. 200 • Roswell, GA 30075 USA • 678.822.9804

Fax 770-642.4715 • www.coalhandlingshow.com • www.semcoproductions.com



FREE Show Directory Listing and Advertising Specifications

Reserve ad space & submit copy by August 20, 2015

The Coal Handling & Storage Conference Show Directory is a key source of information for show attendees. It is very important that you update your directory listing as attendees refer to the directory during and after the show.

FREE Show Directory Listing

To create your listing, please provide a brief (**100 word**) company description to be included in the show directory. [CLICK HERE](#) to submit.

Company Logo

You can include your company logo in the show directory for \$150 - be sure to check this option on the following show advertisement form.

Advertise in the Show Directory

Advertising in the Coal Handling & Storage Conference Show Directory is a great way to enhance your exposure to the CHS15 audience. As people refer to the directory during the show and throughout the year, make sure your brand stands out with a directory advertisement!

For advertising inquiries, please contact Tim Fearney at tim@semcoproductions.com

Ad rates and specifications:

<u>Type</u>	<u>Price</u>	<u>Dimensions</u>
Full Page	\$2,000	7-7/8" x 10-3/4" (200 x 273mm) + 1/8" bleed to each edge
1/2 page (H)	\$1,200	7" x 4-5/8" (178 x 117 mm)
1/2 page (V)	\$1,200	3-3/8" x 9 1/4" (86 x 254 mm)
1/4 page (V)	\$750	3-3/8" x 4-5/8" (86 x 117 mm)
Company Logo	\$150	we'll size to fit listing

Advertisements exceeding type size in any dimension are considered oversize.

File Formats and Specifications

- Ads and logos are accepted in the following formats: PDF, TIFF, EPS
- All placed images should be at 300dpi at final size. Lower resolution images will result in poor quality reproduction.

COLOR: Entire publication is printed in 4 color process. Total ink saturation should not exceed 280%.



Show Directory Advertising Insertion Order Form

DEADLINE: August 20, 2015

Company Name _____		Booth # _____	
# _____ full page ads @ \$2,000 = \$ _____	# _____ ½ page ads @ \$1,200 = \$ _____		
# _____ ¼ page ads @ \$750 = \$ _____	# _____ Company Logo @ \$150 = \$ _____		
_____ Check payable to SEMCO Productions, LLC.		_____ VISA	_____ MasterCard _____ AMEX
Card Number _____		Exp Date _____	
Name on Card _____			
Billing Address _____			
City _____		State/Province _____	Zip/Postal Code _____
Signature** _____			
Payment must accompany request			

****Signature indicates that you have read and agree to the terms and conditions below.**

TERMS AND CONDITIONS

Exhibitor agrees to pay amount indicated for advertisement as published on the Show Directory Advertising form or determined by Show Management. Payment is non-refundable. Acceptance of this application by SEMCO Productions, LLC. constitutes as a contract

Email Form, Logos and Ads to tim@semcoproductions.com
or fax to 770-642-4715

Dear Exhibitor:

Your company is exhibiting at the event below.

Please direct this service manual to the person in charge of your exhibit.



2015 Coal Handling & Storage Conference & Exhibition

October 5-7, 2015

St. Louis, MO

COAL HANDLING & STORAGE 2015

OCTOBER 5 – 7, 2015

HYATT REGENCY ST. LOUIS AT THE ARCH
ST. LOUIS, MISSOURI

HERITAGE
EXPOSITION SERVICES

General Information

Booth Equipment

Each 8'x10' booth will be set with 8' high black back drape, 3' high black side dividers, one (1) 6' black skirted table, two (2) chairs, one (1) wastebasket and a 7" x 44" one-line identification sign.

Load-In Dimensions

Access to the exhibit area is limited to 86" wide x 18' deep x 93" tall and has a maximum load capacity of 8,000 lbs. If you have specific capacity questions please contact Ryan Yemm at (314)-828-3101.

Exhibit Hall Carpet

The exhibit area is carpeted in a multi-colored pattern. To enhance the appearance of your booth, rental carpet is available through Heritage Exposition Services. Please refer to the enclosed carpet brochure and furniture/carpet order form.

Discount Price Deadline Date

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by Monday, September 21st, 2015.

Shipments to Advance Warehouse Deadline Date

To avoid late fees all shipments to the advanced warehouse must arrive no later than Monday, September 28th, 2015.

Show Schedule

Exhibitor Move-In

Monday	October 5 th	9:00 a.m. - 4:00 p.m.
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Exhibit Hours

Monday	October 5 th	5:00 p.m. - 7:00 p.m.
Tuesday	October 6 th	10:00 a.m. - 7:00 p.m.
Wednesday	October 7 th	10:00 a.m. - 1:00 p.m.

Exhibitor Move-Out

Wednesday	October 7 th	1:00 p.m. - 5:00 p.m.
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- Empty crates and containers will begin being returned at 1:00 p.m., Wednesday, October 7th.
- All carriers must check-in no later than 5:00 p.m. on Wednesday, October 7th. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 5:00 p.m.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

Service Center Hours

The Heritage Exhibitor Service Center will be staffed during exhibitor move-in and exhibitor move-out.

Assistance

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services at 314-534-8500.

We Appreciate Your Business



Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

CREDIT CARD AUTHORIZATION RECAP OF SERVICES FORM

One copy of this form with your check or credit card information must be forwarded to Heritage at the above address. All orders received at the Exhibitor Service Desk will be charged at standard rates. All outstanding balances must be paid by the close of the show. Adjustments to your invoice will not be made after the close of the show. Heritage requires that you provide a credit card authorization form if you require material handling, sign hanging or labor services. For your convenience, Heritage will use the authorization to charge your credit card for any charges which Heritage may be obligated to pay on behalf of exhibitor, including without limitation, any shipping charges from HES Logistics Inc., if incurred.

If you wish to charge the amount of your advance order to your credit card account, please complete the following:

Card Holder's Name (*Please print*): _____

Cardholder's Signature: _____

Credit Card Billing Address: _____

City: _____ State: _____ Zip: _____

Credit Card Number: _____ V- Code ____ / ____ / ____ Expiration Date ____ / ____
(3 – 4 Digit # On Back of Card or Front of AMEX)

Charge to: _____ American Express _____ MasterCard _____ Visa _____ Discover

If for any reason the submitted credit card or check is declined or returned, a \$25.00 processing fee will be added to the final invoice. For your convenience, we will also process your card for payment of any additional charges incurred at show site. We will automatically provide this service unless informed otherwise by you.

FURNITURE/CARPET \$ _____
ACCESSORIES \$ _____
ESTIMATED MATERIAL HANDLING/DRAYAGE (Credit Card Required) \$ _____
PRIORITY EMPTY CONTAINER RETURN/ACCESSIBLE STORAGE \$ _____
ESTIMATED LABOR (Credit Card Required) \$ _____
RENTAL UNITS \$ _____
BOOTH CLEANING \$ _____
SIGN SERVICE \$ _____

Please note: In some instances equipment or services listed above may be handled by other contractors. Payment should be made directly to those contractors and not listed as part of the total due Heritage.

TOTAL AMOUNT DUE \$ _____

NAME OF CONVENTION **CHS 2015** BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____

NAME _____ DATE _____

(Signature)

Please Fax or Mail This Form Promptly To the Address Above-Retain One Copy for Your Files

CC-REC

Remit To:

HERITAGE**EXPOSITION SERVICES**

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

**FURNITURE/CARPET
RENTAL ORDER FORM**

Discount prices only apply to orders received with full payment by the discount deadline date listed on the general information page. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted. Fax orders will be accepted with enclosed credit card authorization form only. Charges for rental items listed below are for the duration of the show, and include delivery and removal. Cancellation of equipment delivered will be subject to a 100% cancellation charge for labor involved. Orders received after deadline are subject to availability.

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
FURNITURE				
F60	Plastic Side Chair (White)	54.55	70.90	
F50	Padded Sled Base Chair (Gray)	71.15	92.50	
F9	Padded Chair (Gray)	71.15	92.50	
F10	Padded Arm Chair (Gray)	77.15	100.30	
F20	Custom Padded Arm Chair	91.10	118.25	
F30	Padded High Stool (Gray)	87.10	113.25	
F40	Custom Padded High Stool	114.40	148.70	
LC01	Leather Couch	495.00	643.50	
LC02	Leather Chair	310.00	406.00	
F245	Coffee Table	195.00	253.50	
F75	Executive Chair	195.00	253.50	
	30" Diameter Pedestal Table (Gray)	137.00	178.10	
F80	18" High			
F90	30" High			
F100	42" High			

CARPET

C10	9' X 10'	166.70	216.75	
C20	9' X 20'	327.30	425.50	
C30	9' X 30'	489.45	636.30	
C40	9' X 40'	657.70	855.00	
C50	9' X Per 10' increment	166.70	216.75	

AREA CARPET (Indicate Dimensions for Special Size Carpet)

C60 _____' X _____' per sq. ft. (100 sq. ft. min.) 2.80 3.65 _____

COLORS: ☐ RED ☐ BLUE ☐ HUNTER GREEN ☐ BURGUNDY
☐ PLUM ☐ GRAY ☐ BLACK

Area carpet is required for all booths larger than 30', or for booths configured as islands or peninsula areas.

PADDING AND VISQUEEN (90 sq. ft. min.)

C70	' X ' Carpet padding/per sq. ft.	1.40	1.80	
C80	' X ' Visqueen covering/per sq. ft.	.85	1.05	

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
DRAPED DISPLAY TABLE				
F110	4' Table - 30" high	98.40	127.95	
F120	6' Table - 30" high	118.35	153.90	
F130	8' Table - 30" high	138.30	179.80	
F140	4' Table - 42" Counter high	122.35	159.05	
F150	6' Table - 42" Counter high	142.30	185.00	
F160	8' Table - 42" Counter high	162.25	210.95	
F170	4th side table drape	41.25	53.60	

COLORS: ☐ RED ☐ BLUE ☐ TEAL ☐ BURGUNDY ☐ HUNTER GREEN
☐ PLUM ☐ GRAY ☐ BLACK ☐ WHITE ☐ GOLD ☐ EXPO GREEN

UNDRAPED DISPLAY TABLE

F190	4' Table - 30" high	63.20	82.15	
F200	6' Table - 30" high	77.15	100.30	
F210	8' Table - 30" high	91.75	119.30	
F220	4' Table - 42" Counter high	68.50	89.05	
F230	6' Table - 42" Counter high	81.15	105.45	
F240	8' Table - 42" Counter high	99.10	128.80	

TABLE RISERS COVERED WHITE**(Riser Dimension: 10" Wide x 8" high)**

F250	4' Long riser	43.50	56.55	
F260	6' Long riser	53.45	69.50	
F270	8' Long riser	64.65	84.05	

SPECIAL DRAPE BACKGROUNDS

F280	3' H. Background/per ft.	13.30	17.30	
F290	8' H. Background/per ft.	14.65	19.00	

COLORS: ☐ RED ☐ BLUE ☐ TEAL ☐ BURGUNDY ☐ HUNTER GREEN
☐ PLUM ☐ GRAY ☐ BLACK ☐ WHITE ☐ GOLD ☐ EXPO GREEN

*Show colors will be given when color is not selected.

TOTAL ORDER _____NAME OF CONVENTION **CHS 2015** BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

(SIGNATURE)

(PLEASE PRINT)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File

FC-H

Furniture/Carpet

Furniture



F60



F50



F9



F10



F30



F20



F40



F75



F245



LC02



LC01

Furniture

F60 Plastic Side Chair, White
F50 Padded Sled Base Chair, Gray
F9 Padded Chair, Gray
F10 Padded Arm Chair, Gray
F30 Padded High Stool, Gray
F20 Padded Arm Chair, Custom
F40 Padded High Stool, Custom
F75 Executive Chair
LC02 Leather Chair
F245 Coffee Table
LC01 Leather Couch

Carpet



Black



Red



Burgundy



Gray



Blue



Plum



Hunter Green

Display Tables

Pedestal Tables

F80 Pedestal Table 30" x 18" h

F90 Pedestal Table 30" x 30" h

F100 Pedestal Table 30" x 42" h

Draped Display Tables

F110 4' x 2' x 30" F140 4' x 2' x 42"

F120 6' x 2' x 30" F150 6' x 2' x 42"

F130 8' x 2' x 30" F160 8' x 2' x 42"

Undraped Display Tables

F190 4' x 2' x 30" F220 4' x 2' x 42"

F200 6' x 2' x 30" F230 6' x 2' x 42"

F210 8' x 2' x 30" F240 8' x 2' x 42"



F80



F90



F100



F190
F220



F110
F140



F200
F230



F120
F150



F210
F240



F130
F160



Red



Teal



Burgundy



Gray



Plum



White



Hunter
Green



Expo
Green



Gold



Blue



Black

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

exhibitorservices@heritageexpo.com

ACCESSORIES/DISPLAY RENTAL ORDER FORM

Discount prices only apply to orders received with full payment by the discount deadline date listed on the general information page. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted. Fax / Email orders will only be accepted with enclosed credit card authorization form. Charges for rental items listed below are for the duration of the show, and include delivery and removal. Cancellation of equipment delivered will be subject to a 100% cancellation charge for labor involved. Orders received after deadline are subject to availability.

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT	ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
ACCESSORIES					DISPLAY				
A10	Wastebasket	19.15	24.90		D10	Pegboard Panels (4'x8')	191.50	249.00	
A20	Tripod Easels	31.90	41.50		D11	Pegboard 6" Single Hook	9.60	12.45	
D250	Chrome Sign Holder	117.70	153.00		D12	Pegboard 8" Single Hook	11.15	14.50	
A30	Chrome Stanchion	23.95	31.10		D20	Tackboard Panels (4'x8')	143.65	186.75	
A40	Velour Rope 6' Black	23.95	31.10		☐ Horiz. ☐ Vert.				
A50	Coat Tree	69.45	90.25		D31	Fabric Impact Panel 1 Meter x 8	351.10	456.43	
A60	Chrome Bag Rack	69.45	90.25		D40	Gridwall 2'x8' Black	130.85	170.15	
A70	Literature Rack	135.65	176.35		D60	Gridwall 6" Single Hook	9.60	12.45	
A80	Garment Rack 5'	74.50	96.80		D70	Gridwall 8" Single Hook	11.15	14.50	
A90	2 Way Straight Arm Rack	102.15	132.80		D50	Slatwall 1 Meter x 8	175.55	228.25	
A100	4 Way Slant Arm Rack	114.40	148.70		D120	Slatwall Waterwalls Hooks	28.75	37.35	
A106	Raffle Ticket Drum	55.00	71.50		D121	Slatwall 8" Bracket	11.15	14.50	
A107	Fishbowl	20.00	26.00		D130	Shelf 1 meter wide	47.90	62.25	
A110	6' Tensabarrier	108.55	141.10		D210	Acrylic Holder	19.95	25.95	
					D220	Arm Light	42.55	55.35	
					D140	4' Full View Showcase	422.95	549.85	
					D150	6' Full View Showcase	454.85	591.30	
					D160	4' Quarter View Showcase	359.10	466.85	
					D170	6' Quarter View Showcase	404.30	525.60	
					MD20	Counter 1 Meter	446.90	580.95	
					MD21	Counter 2 Meter	625.10	812.65	
					MD22	Curved Counter 1 Meter	491.59	639.05	
					☐ Black Fabric ☐ Gray Fabric ☐ White PVC				
					MD60	Counter Lock	25.25	32.85	
					Counter Doors / Locks Not Available on Curved Counter				
					MD30	Cabinet 1 Meter (White/ Lockable)	536.28	697.16	
					TOTAL ORDER				

NAME OF CONVENTION **CHS 2015** BOOTH #

FIRM NAME PHONE # FAX #

ADDRESS CITY STATE ZIP

BY EMAIL NAME DATE

(SIGNATURE)

(PLEASE PRINT)

Accessories

 A10	 D250	 A30	 A40
 A20	 A70	 A80	 A60
 A100	 A90	 A110	 A106
 A107	Accessories: A10 Wastebasket A20 Tripod Easel D250 Chrome Sign Holder A30 Chrome Stanchion A40 Velour Rope 6' Black A50 Coat Tree A60 Chrome Bag Rack A70 Literature Rack A80 Garment Rack 5' A90 2 Way Straight Arm Rack A100 4 Way Slant Arm Rack A110 6' Tensabarrier A106 Raffle Ticket Drum A107 Fishbowl		

Display



D10



D50



D40



D31



D11
D12



D121



D60
D70



D130



D220



D120



D140
D150 (Shown)



D160
D170 (Shown)



D20
D30 (Shown)



MD30



MD20 (Shown)
MD21



MD22

Display

D10 Pegboard Panels 4'x8' Vertical
D50 Slatwall 1 Meter x 8'
D40 Gridwall 2'x8'
D31 Fabric Impact Panel 1 Meter x 8'
D11 Pegboard 6' Single Hook

D12 Pegboard 8' Single Hook
D121 Slatwall 8' Bracket
D60 Gridwall 6' Single Hook
D70 Gridwall 8' Single Hook
D130 Shelf 1 meter wide x 12' deep
D220 Arm Light

D120 Slatwall Waterwalls Hooks
D140 4' Full View Showcase
D150 6' Full View Showcase
D160 4' Quarter View Showcase
D170 6' Quarter View Showcase
D20 Vertical Tackboard

D30 Horizontal Tackboard
MD30 Display Cabinet 1 Meter
MD20 Display Counter 1 Meter
MD21 Display Counter 2 Meter
MD22 Curved Counter 1 Meter

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

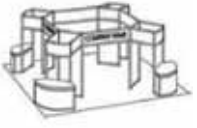
Phone 314/534-8500 • Fax 314/533-0906

MODULAR RENTAL DISPLAY ORDER FORM

Cancellation: No refunds if cancelled after the deadline.

Late Request: Request after deadline will be filled as available at the standard rate.

Choose Your Exhibit – Check One

☐ MD01 DISPLAY ONE: 10' STANDARD DISPLAY Package Includes: Installation and dismantling labor 1 Header One 10' x 10' Standard Carpet One 1 meter counter Three Arm Lights	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$1,901.80</td><td>\$2,472.35</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$1,901.80	\$2,472.35	☐ MD02 DISPLAY TWO: 20' STANDARD DISPLAY Package Includes: Installation and dismantling labor One 10' x 20' Standard carpet 2 Headers One 2 meter counter Two 1 meter counters 6 Halogen Lights	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$4,354.90</td><td>\$5,661.35</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$4,354.90	\$5,661.35
ADVANCED RATE	STANDARD RATE										
\$1,901.80	\$2,472.35										
ADVANCED RATE	STANDARD RATE										
\$4,354.90	\$5,661.35										
☐ MD03 DISPLAY THREE: 20' DELUXE DISPLAY Package Includes: Installation and dismantling labor One 10' x 20' Standard Carpet 2 Headers One 1.5 meter counter Four shelves 5 Halogen Lights	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$4,685.65</td><td>\$6,091.30</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$4,685.65	\$6,091.30	☐ MD04 DISPLAY FOUR: 20' DELUXE DISPLAY Package Includes: Installation and dismantling labor One 10' x 20' Standard carpet 1 Header 4 Counters 5 Halogen Lights	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$5,099.05</td><td>\$6,628.80</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$5,099.05	\$6,628.80
ADVANCED RATE	STANDARD RATE										
\$4,685.65	\$6,091.30										
ADVANCED RATE	STANDARD RATE										
\$5,099.05	\$6,628.80										
☐ MD05 DISPLAY FIVE: 20 X 20 ISLAND DISPLAY Package Includes: Installation and dismantling labor One 20' x 20' Standard carpet 2 Headers 4 Counters	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$8,406.55</td><td>\$10,928.55</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$8,406.55	\$10,928.55	☐ MD06 DISPLAY SIX: 20 X 20 ISLAND DISPLAY Package Includes: Installation and dismantling labor One 20' x 20' Standard carpet 4 Headers 4 Counters	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$9,095.65</td><td>\$11,824.30</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$9,095.65	\$11,824.30
ADVANCED RATE	STANDARD RATE										
\$8,406.55	\$10,928.55										
ADVANCED RATE	STANDARD RATE										
\$9,095.65	\$11,824.30										
☐ MD05 DISPLAY FIVE: 20 X 20 ISLAND DISPLAY Package Includes: Installation and dismantling labor One 20' x 20' Standard carpet 2 Headers 4 Counters		Choose Your Panels Standard and Optional Panel Choices <table border="1"><tr><td>☐ White Hardwall ☐ Blue/Gray Velcro – Circle: Blue or Gray ☐ Opt. Color Hardwall (per panel) - Specify</td><td>Advanced Rates: Included Included \$70.00 ea.</td><td>Advanced Rates: Included Included \$91.00 ea.</td></tr></table>		☐ White Hardwall ☐ Blue/Gray Velcro – Circle: Blue or Gray ☐ Opt. Color Hardwall (per panel) - Specify	Advanced Rates: Included Included \$70.00 ea.	Advanced Rates: Included Included \$91.00 ea.					
☐ White Hardwall ☐ Blue/Gray Velcro – Circle: Blue or Gray ☐ Opt. Color Hardwall (per panel) - Specify	Advanced Rates: Included Included \$70.00 ea.	Advanced Rates: Included Included \$91.00 ea.									

Circle your carpet color:

Black Blue Burgundy Gray Red

Indicate Your Header Sign Copy

Your company name will be printed in block lettering on the White Header sign.

Check which color lettering you would like ☐ Black ☐ Blue ☐ Red

☐ Please indicate here if you would like us to assist you with logo identification or other customized graphics.

• Remember to order the following items, they are NOT included in booth package; • Furniture • Electrical Service • Custom Logo • Floral • Cleaning Service

☐ Yes, I have completed and enclosed the Payment Form Sub. Total _____

TOTAL ORDER _____

NAME OF CONVENTION **CHS 2015** _____ BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

(SIGNATURE)

(PLEASE PRINT)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File

Modular Displays



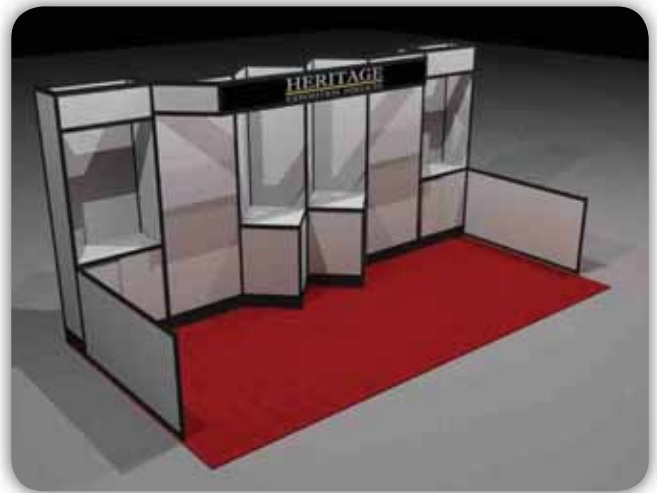
MD01 Modular Hardwall Display Package 1



MD02 Modular Hardwall Display Package 2



MD03 Modular Hardwall Display Package 3



MD04 Modular Hardwall Display Package 4



MD05 Modular Hardwall Display Package 5



MD06 Modular Hardwall Display Package 6

Remit To:

HERITAGE**EXPOSITION SERVICES****Phone 314/534-8500 • Fax 314/533-0906****SHIPPING INSTRUCTIONS
MATERIAL HANDLING INFORMATION**

Heritage shall not be liable for piece count or condition of any shipments received without individual carrier receipts or freight bills from carriers such as UPS, Federal Express, Express Mail, Parcel Post, private vehicles, etc, due to their delivery procedures.

A. SHIPMENTS TO WAREHOUSE

Heritage Exposition Services will start receiving crated, boxed or skidded materials 30 days prior to show move-in. Shipments will be received Monday through Friday between the hours of 10:00 a.m. and 4:00 p.m. For uncrated and loose shipments, please refer to shipments to show site below. Shipments must be sent with freight charges prepaid. **Collect shipments will not be accepted.** A 200 lb. minimum will apply for each shipment received. Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading.

Label each piece and address all shipping documents/bills of lading as follows for shipments to warehouse:

EXHIBITOR COMPANY NAME
HERITAGE EXPOSITION SERVICES
3681 NEW TOWN BLVD.
ST. CHARLES, MO 63301
FOR: CHS 2015

BOOTH NO. _____

TOTAL PIECES _____

APPROX. WT. _____

****DELIVERIES TO THE WAREHOUSE MUST BE MADE BETWEEN THE HOURS OF 10 AM – 4 PM, MONDAY THROUGH FRIDAY****

RATES FOR SHIPMENTS TO WAREHOUSE**Deadline Date: Monday, September 21, 2015 To Avoid Late Fees**

	Description	Rate per 100 lbs.	Min Charge
I	Packaged Shipments to the Advance Warehouse	\$ 85.50	\$ 171.00
II	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Advance Warehouse	\$ 102.60	\$ 205.20
III	Packaged Shipments to the Advance Warehouse after the deadline date	\$ 106.88	\$ 213.76
IV	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS, or U.S. Mail to the Advance Warehouse after the deadline date	\$ 123.98	\$ 247.96

B. SHIPMENTS TO SHOW SITE

Heritage Exposition Services will receive and unload shipments at show site only during scheduled exhibitor move-in times. Do not ship to show site at any other times, as the facility has no provisions to accept advance shipments. Shipments must be sent with freight charges prepaid. **Collect shipments will not be accepted.** A 200 lb. minimum will apply for each shipment received. Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading.

Label each piece and address all shipping documents/bills of lading as follows for shipments to show site:

EXHIBITOR COMPANY NAME
C O HERITAGE EXPOSITION SERVICES
HYATT REGENCY ST. LOUIS AT THE ARCH
315 CHESTNUT ST.
ST. LOUIS, MO 63102
FOR: CHS 2015

BOOTH NO. _____

TOTAL PIECES _____

APPROX. WT. _____

RATES FOR SHIPMENTS TO SHOWSITE

	Description	Rate per 100 lbs.	Min Charge
VI	Packaged Shipments to the Show site	\$ 88.50	\$ 177.00
VII	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Show site	\$ 106.20	\$ 212.40
VIII	Loose or Uncrated Shipments or Shipments requiring Special Handling to the Show site (Rate will not be split for mixed shipments. The uncrated rate will apply)	\$ 123.90	\$ 247.80

The per cwt. (100 lb.) rates listed above are based on inbound weight only, rounded up to the next 100 lbs.. Services include receiving, unloading, delivery to booth, storage and return of empty containers, moving materials to the dock and reloading on designated outbound carrier.

ESTIMATED COSTS. * (Round to next highest whole number)

Estimated Weight in lbs. _____ ÷ 100 = _____ * x Rate _____ = _____ Total

CONTINUED ON NEXT PAGE

D. INBOUND SHIPMENTS

All shipments must have a bill-of-lading or delivery receipt showing number of pieces, true weight, and description of merchandise. If shipments arrive without weight on bill-of-lading and weight is unobtainable, Heritage will estimate the weight. If actual scale weights are not submitted prior to move-out the estimated weight will be final and binding. All shipments received are subject to reweigh. Copies of bills-of-lading, with the name of the carrier, should be forwarded to HERITAGE EXPOSITION SERVICES as soon as shipments are made. This will assist in tracing, if required. Shipments received at the warehouse after scheduled exhibitor set-up or shipments received at show site after exhibitor move-in times, are subject to surcharges to cover additional trucking or labor and will be billed accordingly.

E. EMPTY CONTAINER LABELS

Empty container labels will be available at the service desk for all exhibitors using Heritage material handling services. Affixing the labels is the sole responsibility of the exhibitor or his representative. All previous labels should be removed or obliterated. Heritage assumes no responsibility for removal of containers with old empty labels, improper information on empty labels or valuables stored in containers removed for storage.

F. ADDITIONAL AVAILABLE SERVICES

All per 100 lb. Rates quoted in the foregoing do not include any Blocking, Spotting, or Bracing in booth, or Local pickups for deliveries. For such services, the following rates apply:

	STRAIGHT TIME	OVERTIME
Material Handler	\$ 77.75 per hr.	\$ 116.63 per hr. (One Hour Minimum)
Local Pickups & Deliveries	\$ 184.95 per hr.	\$ 277.43 per hr. (One Hour Minimum)

G. SPECIAL SERVICES

Metal banding will be available for securing outbound shipments at a rate of .50 per foot, plus labor (One Hour Minimum). Shrink wrap of a pallet will be charged at \$50.00 per pallet. Mobile equipment will be moved into and out of the exhibit facility at \$150.00 per round trip unless otherwise noted in this kit.

H. OUTBOUND SHIPMENTS

Exhibitors are responsible for labeling their exhibit materials and providing outbound shipping information. To assist you with these arrangements, Heritage will have a Service Desk in the exhibit hall with labels, bills-of-lading and available shipping information. When materials are labeled, packed and ready to be shipped, completed bills-of-lading should be turned in at the Service Desk. Pick ups for local deliveries or small package shipments, i.e., UPS and Parcel Post should be dealt with in the same manner as all other outbound shipments. In order to expedite removal of materials, Heritage reserves the right to change designated carriers, if such carriers fail to pickup or refuse to accept shipments. Where no disposition is made, materials will be returned to the warehouse awaiting shipping instructions.

I. RETURNED SHIPMENTS TO HERITAGE WAREHOUSE

Where no disposition has been made for outbound shipments or later scheduled pickups are necessary; Heritage will return exhibit materials to the warehouse and load on outbound carriers at the rate of 30.00 per 100 lbs. or fraction thereof for each shipment returned. Minimum charge: 300.00.

J. LIMITS OF LIABILITY AND RESPONSIBILITY

1. Heritage Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth and shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Heritage Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bills-of lading covering outgoing shipments, which are furnished by Heritage Exposition Services to exhibitors, will be checked at time of actual pickup from the booth and corrections made where discrepancies occur.
3. Heritage Exposition Services liability shall be limited to the physical loss of or damage to the specific article which is lost or damaged, and in any event Heritage Exposition Services' maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
4. Heritage Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

AUTHORITY TO HANDLE

All terms and conditions herein stated are understood and accepted.

NAME OF CONVENTION CHS 2015 BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX# _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____
(Signature) (Please Print)

Please Fax or Mail This Form Promptly To Heritage Exposition Services-Retain One Copy For Your File.

MH-H

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

PRIORITY RETURN/ ACCESSIBLE STORAGE FORM

All orders must have a credit card authorization form on file.

Priority Empty Container Return

This service provides for the priority return of your empties to your booth after the close of the show. This service must be ordered prior to the removal of your empties. If you would like this service, please fill out the information below and return to Heritage Exposition Services, Inc..

Priority Empty Container Return.....\$100.00 per container

Estimated Number of Pieces.....

**PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER THE PIECES HAVE BEEN
TAKEN TO STORAGE**

ACCESSIBLE STORAGE

A storage area will be available for exhibitor's samples and literature in the facility. Depending on space available in the facility, these items may be stored on trailers in the loading dock area. Heritage employees will be available to access storage items during show hours, one hour prior to show opening, and one half hour after show closing each day. All materiel in storage on the last day of the show will be returned to their designated booth space at the close of the show. Due to fire regulations and for security purposes, NO LARGE DELIVERIES CAN BE MADE DURING SHOW HOURS. Show management reserves the right to stop deliveries at any time during the show hours, so please schedule deliveries prior to show opening. Storage space may be limited. Orders MUST be received by the deadline date to guarantee storage space. The charge for storage space is as follows:

Accessible Storage Rate: \$100.00 base charge, plus labor charges per delivery (one hour minimum)

Labor Rates:

Straight Time: (one hour minimum per man).....\$77.75

8:00 a.m. - 4:30 p.m. Monday - Friday

Over Time: (one hour minimum per man).....\$116.63

YES, I wish to reserve space for accessible storage, I plan on storing _____ pallets/boxes/crates/cases
(# of pieces) (circle one)

Deliveries

To have items placed in or removed from accessible storage, please notify the Heritage Service Desk.

ALL GOODS STORED WITH HERITAGE ARE STORED AT YOUR OWN RISK. We shall not be liable for any injury, damage, loss, theft, or destruction, including, but not limited to damage from atmospheric conditions or rust, negligence (whether caused by ourselves or by servants, agents, employees or others), failures to act breach of contract, breach of warranty, water condensation, fire, floods, acts of God or any act beyond our sole control. We are not liable for any direct, consequential, or incidental damages nor for loss of profit or loss due to failures to obtain or turnover goods at any particular time or place whatsoever, however such loss may be incurred. We are not liable for or chargeable with any loss of sales, income, resale, commissions, or brokerage, nor for any freight or demurrage.

(Please Print)

NAME OF CONVENTION CHS 2015 BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX# _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____

NAME _____ DATE _____

(Signature)

Please Fax or Mail This Form Promptly To Heritage Exposition Services-Retain One Copy For Your File.

HERITAGE

Exposition Services

DO NOT DELAY!

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE EXPOSITION SERVICES
3681 NEW TOWN BLVD.
ST. CHARLES, MO 63301

FOR: CHS 2015

HERITAGE

Exposition Services

DO NOT DELAY!

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE EXPOSITION SERVICES
3681 NEW TOWN BLVD.
ST. CHARLES, MO 63301

FOR: CHS 2015

HERITAGE

Exposition Services

DO NOT DELAY!

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE EXPOSITION SERVICES
3681 NEW TOWN BLVD.
ST. CHARLES, MO 63301

FOR: CHS 2015

HERITAGE

Exposition Services

DO NOT DELAY

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE EXPOSITION SERVICES
3681 NEW TOWN BLVD.
ST. CHARLES, MO 63301

FOR: CHS 2015

HERITAGE

EXPOSITION SERVICES

IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

Please be aware that the Hyatt Regency St. Louis at the Arch does NOT receive exhibitor freight, literature or supplies through the hotel's package room. The venue's package room is too small to handle Exhibit Materials and the hotel's everyday receiving. All exhibit materials, being shipped directly to show site must be addressed as listed below to insure unloading and delivery to your booth area.

NOTE: Direct shipments will only be received beginning at 9:00 a.m., Monday, October 5th, 2015. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage Exposition Services and will be billed according to the Show's Shipping & Receiving Rates, and will be subject to venue assessed fees.

EXHIBITOR COMPANY NAME _____

BOOTH NUMBER _____

**C/O HERITAGE EXPOSITION SERVICES
HYATT REGENCY ST. LOUIS AT THE ARCH
315 CHESTNUT ST.
ST. LOUIS, MO 63102**

FOR: CHS 2015

All shipments should be accompanied with a Bill of Lading or Packing List indicating the total weight of shipment and piece count.

See the enclosed Shipping Information/Material Handling Order Form for detailed service descriptions, rates and limits of liability.

**WE APPRECIATE YOUR COOPERATION.
HERITAGE EXPOSITION SERVICES**



Toll Free: 1 (800) 360-4323 • Fax: 1 (314) 533-0906 • exhibitorservices@heritageexpo.com
www.heritageexpo.com

HERITAGE
Exposition Services

**DO NOT DELAY
DIRECT SHIPMENT TO
SHOW SITE**

**MUST NOT ARRIVE BEFORE
MONDAY, OCTOBER 5, 2015**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE EXPOSITION SERVICES
HYATT REGENCY ST. LOUIS AT THE ARCH
315 CHESTNUT ST.
ST. LOUIS, MO 63102
FOR: CHS 2015

HERITAGE
Exposition Services

**DO NOT DELAY
DIRECT SHIPMENT TO
SHOW SITE**

**MUST NOT ARRIVE BEFORE
MONDAY, OCTOBER 5, 2015**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE EXPOSITION SERVICES
HYATT REGENCY ST. LOUIS AT THE ARCH
315 CHESTNUT ST.
ST. LOUIS, MO 63102
FOR: CHS 2015

HERITAGE
Exposition Services

**DO NOT DELAY
DIRECT SHIPMENT TO
SHOW SITE**

**MUST NOT ARRIVE BEFORE
MONDAY, OCTOBER 5, 2015**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE EXPOSITION SERVICES
HYATT REGENCY ST. LOUIS AT THE ARCH
315 CHESTNUT ST.
ST. LOUIS, MO 63102
FOR: CHS 2015

HERITAGE
Exposition Services

**DO NOT DELAY
DIRECT SHIPMENT TO
SHOW SITE**

**MUST NOT ARRIVE BEFORE
MONDAY, OCTOBER 5, 2015**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE EXPOSITION SERVICES
HYATT REGENCY ST. LOUIS AT THE ARCH
315 CHESTNUT ST.
ST. LOUIS, MO 63102
FOR: CHS 2015

HES Logistics is a convenient one stop shipping resource for all your exposition transportation needs...

Inbound Shipment Solutions

- Our trade show specialists will work with you to provide the right solution for moving your exhibit to and from the event, including continuous monitoring of shipment progress.
- Utilization of our advance warehouse facilities ensures a streamlined shipping process as well as priority delivery and tracking to the show floor.
- Shipping costs are quoted in advance. Due to our shipping volume, HES Logistics is able to offer competitive pricing, regardless of the size of your shipment.

- **Competitive round trip/one way pricing. "Priority Empty" return treatment of exhibit empties. LTL, air & expedited services.**

- **Continuous tracking & monitoring of inbound and outbound shipment progress.**

- **Single source invoicing.**

- **Call 1-866-493-1675**



Outbound Shipment Solutions

- All HES Logistics freight is given "Priority Empty" service. At the service desk you will be provided your priority empty return labels and your freight will be delivered first once the show breaks.
- HES Logistics on-site representatives will assist you in selecting the right shipment option for your freight and packages after the show.
- Coordinated pickups and on-site personnel at the show allow you to expedite the dismantle process and allow you to get off the show floor sooner.
- Single source invoicing will include all show charges to avoid unnecessary paperwork and streamline your payment process.

Exhibit Transportation Order/Estimate Form



SHOW NAME: _____

SHOW LOCATION: _____

PLEASE ARRANGE TRANSPORTATION FOR MY EXHIBIT MATERIALS ☐

PICK UP INFORMATION

COMPANY NAME _____ BOOTH NUMBER _____

STREET ADDRESS _____ SUITE/FL. NO. _____

CITY _____ STATE _____ ZIP _____

PICK UP DATE _____ OFFICE HOURS _____

DOCK ACCESS ☐ YES ☐ NO

RESIDENTIAL ☐ YES ☐ NO

NO. OF PIECES	DESCRIPTION	DIMENSIONS	GROSS WEIGHT
---------------	-------------	------------	--------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FOR DIMENSIONS PLEASE PROVIDE L x W x H

INSURANCE (Optional): ☐ YES ☐ NO Declared Value: _____

CONTACT INFORMATION

CONTACT NAME _____

TELEPHONE _____ FAX _____

EMAIL ADDRESS _____

PLEASE FAX OR EMAIL TO:

PHONE: 1-708-361-3722 exhibitfreight@heslogistics.com Fax: 1-708-361-3866

COMPLETE ALL SHADED AREAS . . . SEE BACK OF PART 1**STRAIGHT BILL OF LADING - SHORT FORM - ORIGINAL - Not Negotiable**

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading.

the property described below, in apparent good order, except as noted (contents and condition of contents of package unknown, marked, consigned, and destined as indicated below, which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Domestic Straight Bill of Lading set forth (1) in Official, Southern, Western, and Illinois Freight Classifications in effect on the date hereof. If this is a rail or a rail-water shipment, or (2) in the applicable motor carrier classification or tariff if this is a motor carrier shipment.

Shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, including those on the back thereof, set forth in the classifications or tariff which governs the transportation of this shipment, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

From YOUR COMPANY NAME ►		BOOTH NUMBER	
AT FACILITY ► /CITY ► /STATE ►		CONVENTION	
CONSIGNEE TO CO. NAME ►		DATE TRAILER NO.	
STREET ►		SHIPPERS NUMBER	
CITY/STATE/ZIP CODE ►		FREIGHT CHARGES ARE TO BE "MARK ONE" PREPAID COLLECT	
ATTENTION ► TELEPHONE ►			
Indicate desired method of shipment : ☐ Common Carrier ☐ Air Freight ☐ Van Lines ☐ Company Truck ☐ Overnite Carrier ☐ Customer Pick up		CARRIER REQUESTED HES Logistics	
Desired Arrival Date		CARRIER USED	
Number Pieces	KIND OF PACKAGE, DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS	*Weight (Sub. to Cor.)	Class or Rate
	Crates Exhibition Paraphenalia (Item 154630-NMFC)		Check Column
	Cartons		
	Cases / Trunks		
	Skids		
	Carpets		
← TOTAL PIECES VALUE: _____		→ TOTAL WEIGHT →	

SEND FREIGHT CHARGES TO

SEND FREIGHT CHARGES TO:		INSTRUCTIONS	
Company Name	HES Logistics, Inc.	RETURN COMPLETE BILL OF LADING TO SERVICE DESK. HERITAGE EXPOSITION SERVICE IS NOT RESPONSIBLE FOR SHIPMENTS LEFT IN BOOTH BY EXHIBITOR. WE WILL COUNT AND SHIP PIECES AS WE FIND SHIPMENT WHEN WE REMOVE FROM EXHIBIT HALL. EXHIBITORS MUST INSURE THEMSELVES AGAINST LOSS OR THEFT.	
Street	620 Shenandoah Ave.		
City, State	St. Louis, MO 63104		
Attn:	Telephone 1-866-493-1675		

IF CONSIGNED TO ADDRESS AND BILL TO ADDRESS ARE THE SAME, FREIGHT WILL BE SENT COLLECT (CHARGES TO BE PAID BY CONSIGNEE) UNLESS PRIOR ARRANGEMENTS ARE MADE DIRECTLY WITH FREIGHT CARRIER

Day: _____ Date: _____ Time: _____

X

SIGNATURE OF SHIPPER

PRINT

X

SIGNATURE OF CARRIER OR AGENT

ORIGINAL**1**

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

IMPORTANT INFORMATION REGARDING OUTBOUND SHIPMENTS

To ensure that your outbound shipment is handled according to your instructions, please be advised of the following:

- **CONTACT YOUR CARRIER TO SCHEDULE PICK UP OF YOUR SHIPMENT.** You must call your carrier, unless you are using the show recommended carrier. Carriers, including FED EX and UPS, will not pick up your shipment unless you have made arrangements with them. In the event your selected carrier fails to show on final move-out day, your shipment will be rerouted to Heritage's show carrier.
- **PACK AND LABEL YOUR MATERIALS.** Banding, shrink wrap and shipping labels are available at the Heritage Service Desk.
- **COMPLETE AND TURN IN A HERITAGE BILL OF LADING FOR EACH OUTBOUND SHIPMENT.** Bill of lading may be obtained from the Heritage Service Desk. Complete a bill of lading for each shipment/destination. Turn in all completed bill of lading to the Heritage Service Desk once your shipments are ready to be loaded out.
- For your convenience, show recommended carriers are available to handle outbound transportation.

Thank you and we hope you have a great show!

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

UNION JURISDICTION RULES

Since Work Rules and Union Jurisdictions vary from city to city, we apprise you of the following statements to help you in understanding the Union Requirements in the facility.

DECORATOR & CARPENTER JURISDICTION

It is necessary for all exhibitors to use qualified union personnel for the installation and dismantling of prefabricated exhibits and displays and to install and remove draperies and floor covering. The handling, placing or setting out of merchandise that is to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation or dismantling of an exhibit which does not require the use of hand tools, or more than one person, and can be accomplished within thirty minutes, may be performed by the owner or company representative. Your labor requirements can be ordered on the enclosed Exhibit Labor Order Form.

TEAMSTER JURISDICTION

Our Material Handling Department is responsible for maintaining in and out traffic schedules at the show site. Even local exhibitors should clear all movements of exhibit materials through this department, as we will have priority at the unloading area at all times. Union jurisdiction allows individually hand carried items only and will not permit exhibitors use of dollies, hand trucks or pushcarts. Material Handling Services may be ordered in advance by completing and returning the enclosed Shipping Information and Service Order Form or by ordering on site at the Heritage Service Desk.

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

EXHIBITOR APPOINTED CONTRACTOR THIRD PARTY AUTHORIZATION

EXHIBITOR APPOINTED CONTRACTOR

If your company plans to use a firm who is not the official service contractor as designated by Show Management, please complete this form and return to the address above.

NOTE: If you require material handling, sign hanging or exhibit labor, Heritage requires a completed credit card authorization form on file in order to provide these services.

EXHIBITOR APPOINTED CONTRACTOR

ADDRESS

CONTACT PERSON

PHONE

Inform your Exhibitor Appointed Contractor that they must send a copy of a General Liability Insurance Certificate no later than 30 days prior to show date or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to assure that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

THIRD PARTY AUTHORIZATION

FOR USE OF AN EXHIBITOR APPOINTED CONTRACTOR: We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company. The items checked below are to be invoiced to the third party:

- ☐ ALL SERVICES
☐ BOOTH CLEANING
☐ I & D LABOR
☐ MATERIAL HANDLING/IN & OUT
☐ RENTAL FURNITURE & CARPET
☐ SIGNS
☐ OTHER (Please specify)

THIRD PARTY AGENT:

CREDIT CARD ACCOUNT NO. _____

EXPIRATION DATE ____/____ VERIFICATION CODE ____/____/____

☐ PERSONAL CREDIT CARD ☐ COMPANY CREDIT CARD

CARDHOLDER'S NAME _____

AUTHORIZED SIGNATURE _____

PRINT NAME _____

COMPANY NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____

We have read, understand and agree to all terms as described *above* and have advised our show site representative accordingly.

Exhibitor Signature: _____ **Print Name:** _____ **Date:** _____

(Please Print)

NAME OF CONVENTION **CHS 2015** _____ BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____

NAME _____ DATE _____

(Signature)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your Files

PP/TPA

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

EXHIBIT LABOR ORDER FORM

DISPLAY LABOR FOR INSTALLATION & DISMANTLE OF EXHIBITS

The enclosed credit card authorization form must be completed and returned when ordering Exhibit Labor.
For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

RATES:

STRAIGHT TIME (One hour minimum per man) **\$77.75 PER HOUR**

8:00 A.M. to 4:30 P.M. Monday through Friday

OVERTIME (One hour minimum per man) **\$116.63 PER HOUR**

After 4:30 P.M. to 8:00 A.M. Monday – Friday and all hours on Saturday and Sunday

Starting time can be guaranteed only in those instances where men are requested for the start of the working day, which is 8:00 a.m. The minimum charge for one hour per man will apply and time will commence in accordance with exhibitor's request. Failure to call for labor at requested time will result in a one hour charge per man requested unless 48 hour advance notice is provided. Individual workmen's interpretations of plans diagrams, photos, and their speed of installation and dismantling cannot be guaranteed to conform to your estimate or past experience.

INSTALLATION

☐ **ERECT EXHIBIT UNDER HERITAGE SUPERVISION**

Heritage will supervise the installation of your exhibit, however, specific instruction, blueprints, etc., should be provided to facilitate an economical, correct installation. A supervision charge of 30%, minimum charge \$45.00, will be added to your labor invoice.

No of men _____ Estimated hours each man _____ Total hrs _____ X rate ST/OT _____ + 30% _____ = _____

Please complete the reverse side of this form

☐ **FURNISH LABOR TO ERECT EXHIBIT UNDER EXHIBITOR'S SUPERVISION**

Have _____ (No.) of men available as close as possible to _____ (A.M.-P.M.) on _____ (Day) _____ (Date) to erect exhibit under exhibitor's supervision. Exhibitor must check in at service desk to obtain labor.

No. of men _____ Estimated hrs each man _____ Total hrs _____ X rate ST/OT _____ = _____

DISMANTLE

☐ **DISMANTLE EXHIBIT UNDER HERITAGE SUPERVISION**

Heritage will supervise the dismantling of your exhibit, when crates are returned. Make sure complete outbound shipping information has been given to the freight service desk. A supervision charge of 30%, minimum charge \$45.00, will be added to your labor invoice.

No of men _____ Estimated hours each man _____ Total hrs _____ X rate ST/OT _____ + 30% _____ = _____

Please complete the reverse side of this form

☐ **FURNISH LABOR TO DISMANTLE EXHIBIT UNDER EXHIBITOR'S SUPERVISION**

Have _____ (No.) of men available as close as possible to _____ (A.M.-P.M.) on _____ (Day) _____ (Date) to dismantle exhibit under exhibitor's supervision. Exhibitor must check in at service desk to obtain labor.

No. of men _____ Estimated hrs each man _____ Total hrs _____ X rate ST/OT _____ = _____

ESTIMATED TOTAL _____

NAME OF CONVENTION **CHS 2015** _____ BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

Mail This Form Promptly To The Address Above-Retain One Copy For Your File
(CONTINUED ON NEXT PAGE)

424099.HIS

COMPANY NAME _____
BOOTH # _____

PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY HERITAGE I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING INFORMATION

Carrier _____ Carrier Phone Number _____
Shipped to: Warehouse _____ Show Site _____ From: City/State _____ Date _____
Total No. of: Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____

SET-UP INFORMATION

Set up Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____
Carpet: With Exhibit _____ Rented From Heritage _____ Color _____ Size _____
Electrical Placement: Drawing Attached _____ Drawing With Exhibit _____ Electrical Under Carpet _____
Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____
Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION:

Ship To: _____

Method: ☐ Common Carrier ☐ Air Freight ☐ Van Line ☐ Other (Specify) _____
Carrier: (If Known) _____

Freight Charges: ☐ Prepaid ☐ Bill To: _____
☐ Collect _____

Please note: Heritage will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel, nor for concealed damage which may occur during shipping.

SPECIAL INSTRUCTIONS/COMMENTS:

PLEASE PROVIDE AN EMERGENCY CONTACT:

Name _____ Phone No. _____

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

BOOTH CLEANING SERVICE ORDER FORM

Discount prices only apply to orders received with full payment by the discount deadline date listed on the general information page. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

INDIVIDUAL CLEANING FOR YOUR BOOTH MAY BE ORDERED BY CHECKING BELOW THE SERVICES DESIRED.
CHARGES BASED UPON GROSS EXHIBIT BOOTH AREA. (100 SQ. FT. MINIMUM)

CARPET CLEANING

☐ Vacuuming before initial opening of Exhibit and daily thereafter,
including emptying of waste baskets nightly

RATES

40¢ per sq. ft.
per day

☐ Vacuuming ONCE before initial opening of Exhibit

40¢ per sq. ft.

TOTAL SQ FT _____ X RATE PER SQ FT _____ = DAILY COST _____ X NO. OF DAYS _____ = TOTAL \$ _____

EXHIBIT CLEANING

☐ Cleaning and dusting of display background and furnishings before
initial opening of Exhibit and DAILY thereafter

45¢ per sq. ft.
per day

☐ Cleaning and dusting of display background and furnishings ONCE
before initial opening of exhibits

45¢ per sq. ft.

TOTAL SQ FT _____ X RATE PER SQ FT _____ = DAILY COST _____ X NO. OF DAYS _____ = TOTAL \$ _____

PORTER SERVICE

☐ Includes emptying of wastebaskets and policing of your exhibit at
two-hour intervals during show hours (4 hour minimum per day)

\$47.15 per hour

TOTAL HOURS _____ X RATE PER HOUR \$ _____ = DAILY COST _____ X NO. OF DAYS _____ = TOTAL \$ _____

Special Instructions : _____

TOTAL ORDER AMOUNT \$ _____

NAME OF CONVENTION CHS 2015 BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____

NAME _____ DATE _____

(SIGNATURE)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File

BCS-S

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

SIGN SERVICE ORDER FORM

Discount prices only apply to orders received with full payment by the discount deadline date listed on the general information page. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

STANDARD SIZE SIGNS

QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
7"X11" ____@	41.25	53.65 = \$ ____	
7"X44" ____@	48.75	63.40 = \$ ____	
11"X14" ____@	48.75	63.40 = \$ ____	
14"X22" ____@	56.25	73.15 = \$ ____	
14"X44" ____@	66.75	86.80 = \$ ____	
22"X28" ____@	66.75	86.80 = \$ ____	
28"X44" ____@	90.00	117.00 = \$ ____	
40"X60" ____@	139.50	181.35 = \$ ____	
Easel			
Back ____@	7.50	9.75 = \$ ____	
Sentra ____x____@	16.50 sq.ft. 24.75 sq. ft =	\$ ____	

DIGITAL GRAPHICS

Heritage has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high resolution digital printing in virtually any size for banners, signage, exhibit graphics and more.

____ L X ____ W = sq. ft.
sq. ft. ____ x \$12.75 = \$ ____

- **\$12.75 per sq. ft. (standard price \$16.55)**
- **Minimum order 9 sq. ft. (1296 sq. in.)**
- **Double sq. ft. for double-sided graphics**
- **Round sq. ft. to next whole increment**
- **File conversion, retouching, cloning or color correcting may incur additional labor charges**

Any art designs are inclusive of the above prices. Please send any **high quality files** sized appropriately or able to be proportionately enlarged with the **fonts embedded or outlined**. If text is to be edited by Heritage then please send the font files as well. Preferred files are high resolution PDF's.

INDICATE YOUR SIGN COPY HERE

*Please feel free to attach additional sign copy on separate page.

Vertical ☐ Horizontal ☐ Easel Back ☐
Color of Background _____
Color of Lettering _____

Note: File conversion, retouching, cloning or color correcting may incur additional labor charges.

SETUP/COMPUTER LABOR

Straight Time - \$88.00 Overtime - \$156.00

Double Time - \$176.00

TOTAL _____

(PLEASE PRINT)

NAME OF CONVENTION **CHS 2015** BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____

NAME _____ DATE _____

(SIGNATURE)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File.

SS-H



Exhibitor Request Form

Submit electronically: ldobbs@psav.com

Fax to: (314) 342-4686

Mail to: **PSAV Presentation Services**
Hyatt Regency St. Louis at The Arch
315 Chestnut, St. Louis, MO 63102

EQUIPMENT	QTY.	COST FOR DURATION OF SHOW	TOTAL (Qty X Cost)
-----------	------	---------------------------------	-----------------------

COMPUTER/VIDEO MONITORS

20" LCD on Table Stand (PC Input Only)

32" LCD HDTV on Rolling Stand (HDMI, PC, Component, Composite)

42" Plasma on Rolling Stand (PC, Composite)

50" Plasma on Rolling Stand (PC, Composite)

Audio Add-On for above Monitor Rental

checkmark this box for audio ->

	\$465	
	\$665	
	\$765	
	\$865	
	Free	

MISCELLANEOUS

Standard Electrical Connection (120V / 20 Amp)

Power Strip

Extension Cord

Undedicated Wireless Internet (3 devices)

(1) Undedicated Wired Internet Connection

Laptop Computer

DVD Player

Customized Internet, Expanded Power, or Phone Options

	\$95	
	\$20	
	\$30	
	\$250	
	\$500	
	\$300	
	\$100	
	contact for quote	

NOTE:

This is only a partial listing. All pricing is for exhibit booths only. Please contact us for meeting room pricing. Additional equipment is available upon request. All prices are for the entire event, per day rates do not apply.

EXHIBITOR INFORMATION (Please PRINT)

NAME OF EVENT OR CONFERENCE

COMPANY NAME

BOOTH #

ATTENTION

ON-SITE CONTACT

ADDRESS

ORDERED BY

CITY, STATE, ZIP

PHONE #

FAX #

E-MAIL ADDRESS

SHOW OPENING DATE

TIME

EQUIPMENT REMOVAL DATE

TIME

Delivery, Installation, Pre-Test, Removal & Pickup

included above

Late Fee (for orders received within 72 hours of
show) Pending availability of equipment

\$30

Subtotal

Taxes will be included once the order is received. A final
receipt with tax will be emailed for your records.

TOTAL

•The customer agrees to pay in full for loss or
theft of any equipment provided by PSAV
Presentation Services.
•Pre-payment must accompany all orders
unless prior arrangements have been made.

PAYMENT INFORMATION

Visa

Mastercard

AmEx

Discover

Check Enclosed
(Payable to PSAV)

Confirmation #
(PSAV Use)

CARD HOLDER'S NAME (Please Print)

CREDIT CARD NUMBER

EXPIRATION DATE

ZIP CODE

SIGNATURE

DATE



**LEAD RETRIEVAL
SERVICES**



Submit order to: **FAX:** 678-341-3099 **EMAIL:** qms@prereg.net **Phone** 678-341-3000

Or **ORDER ONLINE:** www.prereg.net/qconnect

Company				Booth Number				Contact			
Address				City				State		Zip	
Phone			Fax			Email					

QTY	Item Description	On or before 9/8/2015	After 9/8/2015	Subtotal
	qConnection App: Exhibitors use own iPhone®, iPod touch®, iPad® (ios 7.1,7.1.1) or Android™ phone or tablet (version 4.4) Package Includes: qConnection lead retrieval app downloaded from Apple app store or Google Play, event set-up through unique access code, and qConnection show management website access. *must purchase one license per device.	\$270	\$300	
	Apple® device Rental: Package Includes: Apple® device rental with qConnection lead retrieval app pre-loaded on the device, event set-up through unique access code and qConnection show management website access.	\$295	\$325	
Grand Total				

qConnection Show Management Website:

- | | |
|---------------------------------------|-------------------------------|
| ⇒ Edit qualifiers prior to scanning | ⇒ View Leads |
| ⇒ Email leads to anyone | ⇒ Sort, edit and search leads |
| ⇒ Download all leads from all devices | ⇒ Mobile friendly |

Payment Options: Check _____ Credit Card _____

We accept: Visa, MasterCard and AMEX

Make Checks payable to: QMS Services, Inc.

6840 Meadowridge Ct | Alpharetta, GA | 30005

Advance orders must be accompanied by full payment.

QMS Fed Employ. ID # 20-0499150

Please complete Cardholder information if paying with credit card:

Card Number: _____

Expiration Date: _____ **CVV:** _____

Name on Card: _____

Billing Address: _____

Signature: _____

All orders must be placed at least 10 days prior to event to ensure availability. Any order received less than 10 days prior to event MAY be refused and you will have to purchase onsite. If orders are not placed in advance, there is no guarantee one will be available. All **Cancellations** must be received in writing no later than five (5) days prior to event to receive a full refund. Any request after will not be refunded. Rentals must be picked up at the lead retrieval desk prior to the start of the event from a QMS manager, in order to receive proper operating instructions. All equipment must be returned to QMS at close of show. after the close of the event or a \$100 late fee will be applied. A **Non-Refundable** charge of \$1200 will be applied for devices not returned to QMS at close of show. Data connection is required for qConnection attendance updates. QMS will not be held responsible for poor/inadequate data coverage in convention hall. It is the exhibitors responsibility to provide themselves with a data connection, whether it be inside or outside the convention building. A QMS manager will upload leads to the qConnection website when units are returned or this can be done daily at the lead retrieval desk. Exhibitor understands that they are purchasing a license to rent the equipment only and no equity or ownership is imparted by this rental agreement.

AGREE TO TERMS: ☒ _____ **DATE:** _____

Exhibit Hall Fire Regulations

The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in the local Fire Prevention Code.

The following are basic rules governing concessions, exhibits, and shows in any building open to the public:

1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flameproofing effect.)
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproofed side and rear divider draperies of booths or attached to table skirting facing aisles, unless flameproofed.
3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.
4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time an exhibit building is open to the public. Moreover, it shall be unlawful to obstruct, or reduce in any manner, the clear width of any doorway, hallway, passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
5. Access through turnstiles, gates, rails or similar devices shall not be permitted unless such a device is equipped to swing readily in the direction of exit travel under a total force of not more than 15 pounds and/or prior approval of the Fire Marshal.
6. All sawdust, shavings, hay and straw shall be flameproofed, stored and maintained in a manner approved by the Fire Marshal.
7. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building shall have no more than two (2) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency.
8. There shall not be any gasoline powered forklifts or carts allowed in a place of assembly. Exceptions: Propane or electric vehicles are allowed.
9. The use of liquefied petroleum gases inside buildings, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the Fire Marshal. Maximum LPG allowed for exhibition purposes is a six (6) pound cylinder.
10. "No Smoking by Order of Fire Marshal" signs shall be posted and maintained in areas designated by the Fire Marshal.
11. Provide for daily removal and disposal of trash and rubbish from buildings and tents.
12. All electrical wiring shall be installed in a manner approved by the City Chief Electrical Inspector.
13. Provide and maintain approved fire extinguishing equipment in all areas as designated by the Fire Marshal.
14. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
15. All appliances fired by natural gas shall be approved by the City Chief Mechanical Inspector and Fire Marshal before being used.
16. The use of welding and cutting equipment for demonstration purposes must be by permit from the Fire Marshal.
17. Cylinders of compressed gases are prohibited unless approved by the Fire Marshal, and shall be secured in a vertical or horizontal positions depending on the tank use and design.
18. The operator or the person in charge of operation or use of any place of assembly or education shall check egress facilities before such building is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.

--over--

19. There shall not be any obstructions blocking exit doors from the outside of any building such as autos parked in doorways or barricades across sidewalks.
20. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
21. No vehicles shall be parked in fire lanes outside of buildings.
22. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.
23. Artificial lighting such as lanterns and candles are prohibited.
24. The use of all gas-fired heating units, either portable or stationary, shall meet the approval of the City Chief Mechanical Inspector and the Fire Marshal. The use of the so-called "salamander" stove is strictly prohibited.
25. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provision of the City Building and Fire Codes.

However, countertop fryers not exceeding 15 lbs. of oil may be used without the necessary ventilating hood and surface protection requirements. Additionally, the exhibitor shall be allowed no more than one (1) fryer per booth and shall provide two (2) ten (10) pound B.C. extinguishers, positioned on both sides of said fryers.

All cooking appliances shall be listed by a National Testing Agency: i.e. Underwriters Laboratory or Factory Mutual.
26. Booth and seating plans must be approved by the Fire Marshal. Submit plans to the Fire Marshal no later than 15 days before set-up date.
27. There shall not be any ticket booths, tables or any other display setup in the lobby without the prior approval of the Fire Marshal.
28. All aisles shall be maintained at a minimum of ten (10) feet clearance.
29. All covered structures in excess of ninety (90) square feet in area shall be protected by an automatic fire detection system approved by the Fire Marshal.
30. All floor plans submitted shall be totally representative of the halls, rooms and/or areas in which the events are held in, such as the location of manual pull stations, fire hose standpipe closets, exits, aisles and main doors in air walls, etc.